



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 452000  
SAN DIEGO CA 92145-2000

StaO 5100.5  
Safety

**25 APR 2000**

### STATION ORDER 5100.5

From: Commanding General  
To: Distribution List

Subj: ARRIVE ALIVE PROGRAM (AAP)

Encl: (1) Arrive Alive Card  
(2) MCAS Miramar Arrive Alive Program (AAP) Statement of Understanding (SOU)

1. Purpose. To provide policy and guidance for participation in the Marine Corps Air Station (MCAS) Miramar Arrive Alive Program (AAP).

2. Background. The AAP allows intoxicated or stranded active duty members a method to arrive safely at their residence or MCAS Miramar. Currently, there are tenant and station activities using individual AAP's. Requiring station activities to utilize the station AAP will ensure that the program is implemented. The use of an AAP card will not be viewed as negative, but rather as a good decision in the interest of good order and discipline.

3. Applicability. The provisions of this order are applicable to active duty military personnel stationed aboard MCAS Miramar.

4. Policy. Activities at MCAS Miramar that desire to utilize an AAP shall utilize the station program. Utilization of any other AAP is prohibited.

5. Discussion. Participation in the AAP by units and individuals is strictly voluntary. Marine Corps Community Services (MCCS) will contract with a cab company for use in the AAP. The Station Safety Department will supply serialized AAP cards, enclosure (1), to station and wing units utilizing the AAP, via the chain of command, and function as the program coordinator. Units will administer the program at the unit level, issue and track AAP cards and ensure payment tracking from the individual to MCCS. A participating active duty member in need of safe transportation to their residence will call the contract cab company and request transportation. Upon pick up, the cab driver will verify the AAP card using the member's military ID. At the completion of the trip

**25 APR 2000**

the cab driver will fill out the billing statement. The active duty member will verify the information, total it, add gratuity, if desired, and return the bill to the driver. The driver will retain the AAP card and original bill, and provide a copy of the bill or receipt to the member. The cab company will submit the bill and AAP card to MCCS for payment. The member will report use of the AAP card to the unit representative the next working day and make payment to the unit representative no later than two working days after the next military payday. Payment will immediately be forwarded from the unit representative to the cab company via the MCCS coordinator. Failure of the active duty member to pay may result in their unit being recommended for removal from the program. The individual member is responsible for lost or stolen cards until reported to their unit.

6. Action

a. Director, Safety Department

- (1) Serve as the Station coordinator for the AAP.
- (2) Advise the Commanding General, MCAS Miramar on situations which will require the recommendation to the Commanding General, 3d MAW to Approve/Disapprove a wing unit being dropped from the AAP.
- (3) Recommend to the Commanding General, MCAS Miramar Approval/Disapproval of a station unit being dropped from the AAP upon notification of the station coordinating activity.
- (4) Provide AAP serialized cards for units desiring to participate in the AAP, via the chain of command.
- (5) Maintain serial number tracking of AAP cards in conjunction with MCCS.
- (6) Immediately notify the cab company of AAP card numbers reported lost, stolen or cancelled.
- (7) Provide training to units desiring to participate in the AAP.
- (8) Monitor participating units to ensure the program is being properly administered.

25 APR 2000

(9) Immediately notify the commanding officer in writing if their unit is being recommended for drop from the AAP for any reason.

b. Director, Marine Corps Community Services (MCCS)

(1) Contract with a San Diego County cab company for the AAP. The cab company shall have a toll free number, service coverage of San Diego County, and agree to the terms provided.

(2) Provide a deposit to the contracted cab company if required.

(3) Designate a MCCS point of contact.

(4) Forward payment for AAP card use from the individual to the cab company upon receipt of a bill, and after receipt of payment from the individual.

(5) Account for AAP cards and payment of bills.

c. Units

(1) Assign an individual to manage the AAP, preferably the activity training/ground safety representative.

(2) Ensure personnel are provided an opportunity to participate in the AAP.

(3) Ensure personnel electing to participate in the AAP are properly briefed and sign a Statement of Understanding (SOU), enclosure (2).

(4) Record and issue serialized AAP cards to participating individuals.

(5) Immediately report lost, stolen or returned AAP cards to the station coordinating authority.

(6) Track and forward AAP card payments to the station coordinating activity.

(7) Ensure accurate tracking of serialized AAP cards.

(8) Retrieve AAP cards during the checkout process.

25 APR 2000

d. Active Duty Members

(1) Receive a brief on the AAP and sign a SOU if desiring to participate.

(2) Receive an AAP card from their unit representative.

(3) Fill in the first four lines of AAP card.

(4) Utilize the AAP card any time safe transportation is needed to their residence or MCAS Miramar.

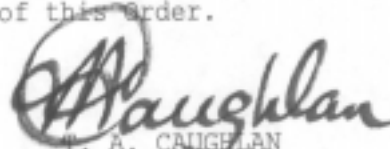
(5) Present the AAP card and military ID card to the cab driver upon pick up. Ensure the cab driver immediately returns the ID card after verification.

(6) Verify the bill, add gratuity if desired, total the bill, sign the bill and AAP card.

(7) Pay the taxi fare no later than two working days after the next military payday with a cashiers check or money order made payable to the cab company via their unit representative.

(8) Immediately report lost or stolen AAP cards to their unit representative.

7. Concurrence. The Commanding General, 3d Marine Aircraft Wing, concurs with the provisions of this order.




  
T. A. CAUGHLAN  
Chief of Staff

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StaO 5100.5

25 APR 2000

ARRIVE ALIVE CARD

 CDO # 577-9517	 CDO # 577-1141	 CDO # 577-6805	Unit/Squadron _____ Print Name _____ SSN _____  Signature _____  Cab Driver's Signature _____  Fare Total \$ _____ Date _____
<p><b>ARRIVE ALIVE PROGRAM</b> <b>MCAS MIRAMAR</b></p> <p>XXXXXX Cab (XXX) XXX-XXXX DRIVER CHECK ID CARD</p> <p>Serial # 1234</p>			

ENCLOSURE (1)

25 APR 2000

**MCAS MIRAMAR ARRIVE ALIVE PROGRAM (AAP)  
STATEMENT OF UNDERSTANDING (SOU)**

I, \_\_\_\_\_, Social Security Number \_\_\_\_\_-\_\_\_\_-\_\_\_\_\_,  
Arrive Alive Card Number \_\_\_\_\_, desire to voluntarily  
participate in the MCAS Miramar Arrive Alive Program (AAP). As a  
participating member I agree to the following terms and conditions  
of the program.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Terms and conditions of the AAP:**

1. \_\_\_\_\_ I am volunteering to participate in the AAP.
2. \_\_\_\_\_ I may terminate my participation in the program at any  
time by notifying my unit representative and turning in my AAP  
card.
3. \_\_\_\_\_ I have received my Arrive Alive Card, serial number  
\_\_\_\_\_, and have filled out the first four (4) lines.
4. \_\_\_\_\_ I agree to use my card only for safe transportation to my  
place of residence or MCAS Miramar.
5. \_\_\_\_\_ I understand the following procedures for using my Arrive  
Alive Card:
  - a. I must present my military I.D. card and Arrive Alive Card  
to the cab driver at the time of pick up. The driver will verify  
that the card belongs to me.
  - b. The driver will immediately return my military I.D. card.
  - c. The driver will start the meter at the beginning of the ride  
and stop it at the termination of the ride.
  - d. The driver will annotate the cab fare on the bill and the  
Arrive Alive Card.
  - e. I am responsible for verifying the accuracy of the bill,  
totaling the bill, adding a gratuity if desired, and signing the  
bill and card.

ENCLOSURE (2)

StaO 5100.5

**25 APR 2000**

f. The driver will retain my Arrive Alive Card, original bill, and provide me a copy of the bill.

g. On the next workday, I shall notify my unit representative that I used my Arrive Alive Card.

6. \_\_\_\_\_ I will pay the bill in full no later than two working days following the next military payday.

7. \_\_\_\_\_ I understand the Arrive Alive Card is not transferable.

8. \_\_\_\_\_ I understand that I must return my Arrive Alive Card to my unit representative upon transferring from my unit or prior to a TAD assignment in excess of 90 days.

9. \_\_\_\_\_ I understand that I am solely responsible for my Arrive Alive Card and any fare charged against it, regardless of who utilizes it.

10. \_\_\_\_\_ I understand that I am responsible for any fare charged against my card if it is lost or stolen until such time as I notify my unit representative and they terminate the serial number. Once the unit representative is notified and the card number is terminated, I have no further responsibility for charges against the card.

11. \_\_\_\_\_ I have had my questions pertaining to the use of the Arrive Alive Card answered to my satisfaction.

12. \_\_\_\_\_ In the future, if I have questions about the use of my Arrive Alive Card, I will contact my unit representative or duty officer for clarification.

ENCLOSURE (2)



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StaO 5100.5 Ch 1  
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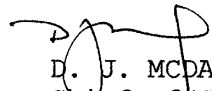
**9 MAY 2001**

STATION ORDER 5100.5 CH 1

From: Commanding General  
To: Distribution List

Subj: ARRIVE ALIVE PROGRAM (AAP)

1. Purpose. To direct pen changes to the basic Order.
2. Action
  - a. Page 2, paragraph 6a(6), add "and MCCS" after "Immediately notify the cab company."
  - b. Page 4, paragraph 6d(3), change "four" to read "three."
3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.

  
D. J. MCDANIEL  
Chief of Staff

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